

REVISED BIRTH CERTIFICATE

On January 1, 2004, the Florida Office of Vital Statistics is implementing its revision to the standard birth certificate. June's issue of the *Vital News* gave some background on the development of the new birth certificate form, the cooperative effort between Florida and the National Center of Health Statistics (NCHS), and how the revision process works.

Hospitals utilizing the approved software package to generate birth certificates will receive the necessary updates to the system from the vendor. The state office is working closely with Brookins Communications Inc. to be sure the minimum software requirements are available for implementation. For the new version, Brookins has indicated the computer must have Windows 2000 Pro, XP, or NT as the operating system. MS DOS, Windows 3.1, Windows 95, and Windows 98, will not work with the revised birth certificate. For those facilities that print birth announcements, the new version will no longer allow a birth announcement to be printed. Questions regarding exact hardware requirements should be directed to the vendor.

Remember, Florida requires the paper for printing the birth certificate to be 24 pound, 25% rag. Paper meeting these requirements can be purchased at most retail office supply stores.

Those hospitals who do not use the software package to generate the birth certificate, or who do not plan to upgrade their existing software to meet the new requirements, will continue to obtain the blank forms from the county vital statistics office. You will need to contact your chief deputy registrar to get the necessary forms in time for the January implementation date.

Training on the new certificate will begin this month, with the first classes scheduled in Miami.

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CHIEF DEPUTY REGISTRAR ADVISORY COMMITTEE

CDRAC members said goodbye to another chairperson, Sherri McDonald, CDR, Sarasota County. Sherri has decided to take her career in another direction and all members and state office staff wish her well; she will be missed. Luz Perez, CDR, Hillsborough County, as vice-chair, has stepped into the lead position and is looking forward to working with the counties. An election was held to fill the vacancy in southwest Florida and Chris Mashintonio, CDR, Charlotte County, has been chosen. The group assures Chris she will be kept busy!

The committee continues to remain busy with several projects for the state office. Since revising Chapter 5 of the COM was such a success, the other chapters will also undergo a revision, and CDRAC has made their recommendations for the revision. We conducted a survey of CDRs on internal business practices related to Healthy Start and Social Security, reviewed a proposed application for funeral director use only, and keep in constant communication with each other and the state office through regular conference calls.

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APGAR SCORING CHANGES

In the June issue of the *Vital News*, we discussed the birth certificate revision scheduled for January 1, 2004 implementation (see lead article in this issue).

A significant change on the birth certificate has to do with the Apgar scores. After consulting with representatives from the American Academy of Pediatrics and the American College of Obstetricians and Gynecologists, NCHS has recommended that Apgar scores, previously reported at one and five minutes, will now be collected at five minutes, then again at ten minutes if the five minute score is five or below. It was felt that when used in conjunction with other risk factors, the five minute Apgar score is very useful and that a persistently low Apgar score at ten minutes indicates that the infant is at significant risk.

This scoring change may require a procedural change in some hospitals. Hospital labor and delivery staff responsible for administering the Apgar testing should be updated on this procedure. Scores below six at the five minute interval occur in 0.5% of the births in Florida.

More information on collection of Apgar scores will be provided during the 2004 Birth Certificate Revision Training in the fall. For details on the fall training, contact your chief deputy registrar.

BURIAL-TRANSIT PERMIT 1 PER CUSTOMER

Issuance of a burial-transit permit is required for every death that occurs in Florida (s. 382.006, F.S.). The original permit accompanies the decedent to the place of final disposition. In situations where Funeral Home A is originally contacted by the family and the family later decides they prefer Funeral Home B, it is still the responsibility of Funeral Home A to obtain and submit the permit to the appropriate vital statistics office within five days. Funeral Home B should **not** prepare a new permit. Funeral Home A must provide the permit to Funeral Home B when they assume custody of the decedent. Funeral Home A should notify the county vital statistics office that Funeral Home B now has custody of the decedent.

The chief deputy registrar will notate their copy of the permit to show the change in funeral homes. The law also states the funeral home that first assumes custody of the decedent shall file the death certificate.

If there is to be a disinterment, under no circumstances should a second burial-transit permit be issued after final disposition has occurred. Disinterment-reinterment permits were repealed on July 1, 1997. Refer to the Vital Records Registration Handbook for instructions on the Burial-transit permit.

Revised Birth Certificate—Continued from page 1

Other training sites for this fall are:

Fort Lauderdale	Pensacola
Gainesville	Port St. Lucie
Jacksonville	Sarasota
Ocala	Tallahassee
Orlando	Tampa
Panama City	West Palm Beach

Exact training dates have been provided to each county's chief deputy registrar, who will coordinate the scheduling for the region. If you are unable to attend the training scheduled in your area, you may attend in a neighboring area, but you must contact that CDR for space availability. Questions on the training schedule should be directed to your quality assurance field representative at the state office or to your chief deputy registrar.

QA & FLORIDA PROFESSIONAL ASSOCIATIONS

Robin Sheppard and Sharon Dover, Quality Assurance Field Representatives from the state office, have been making the rounds of several professional associations this summer, giving presentations on behalf of the Office of Vital Statistics.

Ms. Sheppard attended the Independent Funeral Directors of Florida Association (IFDFA) state meeting in Orlando on June 6, 2003 and spoke on Death Registration. She also made a similar presentation to the Florida Funeral Directors Association (FFDA) in Orlando on July 13, 2003, emphasizing not only Death Registration, but also the new applications. Both groups were eager to hear what is going on in vital statistics.

Ms. Dover also traveled to Orlando July 16, 2003 to make a presentation to the Florida Health Information Management Association (FHIMA). These are the people responsible for
QA (Continued on page 3)

FUNERAL DIRECTOR APPLICATION

Effective August 1, 2003, all county vital statistics offices and the state office have implemented the revised applications mentioned in the June newsletter. Upon further review, it was decided to implement one additional application and that is a separate, generic application for funeral director use only. This application can be used by the funeral director when requesting certified copies from *any* county vital statistics office. Applications are available at county vital statistics offices.

Florida professional associations, Florida Funeral Directors Association (FFDA) and Independent Funeral Directors of Florida Association (IFDFA) have been provided with the application and have made it available to their membership.

When utilizing the new funeral director application, DH 1969, the funeral director is responsible for contacting the appropriate chief deputy registrar regarding their county fees since that information is not on the application.

All requests for cause of death information must include the funeral director's signature on the application as well as the name of the person they represent and that person's relationship to the deceased. If that person is not authorized under s. 382.026, F.S. to receive cause of death, then the Affidavit to Release Cause of Death, DH 1959, must be completed by an authorized person and presented with the request.

If there are any questions regarding the funeral director application, you can contact your chief deputy registrar or your quality assurance field representative at the state office.



WELCOME ABOARD

The following appointment has been made to the position of Registrar:

Local Registrar:

Holly Segers

Holmes County

Chief Deputy Registrar:

Renee LaRue

Calhoun County

Kathleen Patton

Clay County

Joan Frawley

Highlands County

Brenda McGee

Lee County

Bonita Grantham

Liberty County

Barbara Sarver

Pinellas County

Phyllis Daniels

Sarasota County

QA (Continued from page 2) completing the birth certificates in most hospitals, so they were glad to hear we were still pursuing a web based registration system, and how they were doing in regards to compliance. The subject of most interest was the implementation of the revised birth certificate in January of 2004.



VITAL STATISTICS QUIZ

TRUE or FALSE

1. ___ Under Florida law, the physician is responsible for filing the birth certificate.
2. ___ The Office of Vital Statistics (VS) allows for computer generation of birth and death record forms.
3. ___ The Department of Health (DOH) VS website: www.doh.state.fl.us, has a link to the newsletter, *Vital News*.
4. ___ I need to access Vital Statistics law, Chapter 382, Florida Statutes. I can go to the DOH VS website and download a copy.
5. ___ Anyone can obtain a copy of a Florida death record with cause of death information.
6. ___ I can download a copy of VS application forms from the DOH VS website

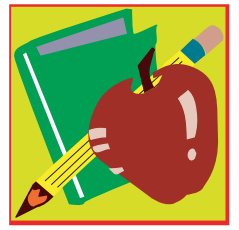
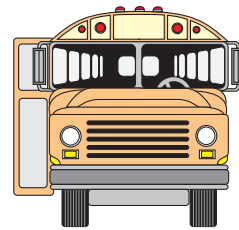
TRUE or FALSE

7. ___ My administrator needs some statistical data related to age specific mothers. I can obtain this information from the DOH VS website.
8. ___ In Florida, a child must have the surname of the father.
9. ___ A disinterment/reinterment form is available in Florida.
10. ___ I can link to the Community Health Assessment Resource Tool Set (CHARTS) from the DOH VS website.
11. ___ The Burial-transit permit must be filed with the county VS office within 24 hours of issuance.
12. ___ The hospital has one week in which to file the birth record with the county VS office.

Answers on page 2, under "Welcome Aboard"

FAQs ON NEW APPLICATIONS

1. Can the step-parent, stepchild, stepsister, etc. obtain a certification of the death certificate (DC) with the cause of death (COD)?
If the person qualifies as an authorized person by way of a will, insurance policy or as an executor of the estate, they can get COD. If not, they must get an affidavit from an authorized person.
2. If the funeral director from one funeral home of record is applying for certification at the time the original DC is filed, who signs the application?
The funeral director should sign the application when requesting COD for the authorized person they represent.
3. Can an expired drivers license be accepted as a photo ID?
No. The Florida Department of Motor Vehicles indicated to us that an expired license is an invalid license. A *valid* photo ID is required when requesting certification of birth certificates, and death certificates with cause of death.
4. Is a faxed application acceptable?
Yes, as long as all the required items are completed and a copy of a valid photo ID is included (for birth certificates and death certificates with cause of death).
5. What happens if an applicant lies about their relationship to the registrar when requesting certifications of confidential records?
To obtain and use a Florida birth or death certificate under false pretenses or for fraudulent purposes is a third degree felony, punishable under the terms and conditions set forth in Florida Statutes.



BITS 'N PIECES

- When completing the **birth certificate**, the birth registrar should remember that the person listed in **item 12** must be the same as who ever signs the record in **item 10**.
- Reminder to **funeral directors** when filing amendments with the state office, you *must* use original forms. Whether you are filing an Affidavit to Amend a Death Record, DH 433, or assisting a physician in filing an Affidavit to Amend Cause of Death, DH 434, a copy of the form is not acceptable. These documents must be of such quality to allow for archiving and microfilming. Contact your local CDR for a supply of the latest version of these forms.

The statistical tables, along with the past issues of the Vital News, can be found on the department's website at the following address:

http://www.doh.state.fl.us/Planning_eval/Vital_Statistics/VitalNews/vn-index.htm

PLEASE MAIL CHANGE OF ADDRESS TO:
OFFICE OF VITAL STATISTICS, QUALITY ASSURANCE UNIT
P. O. BOX 210
JACKSONVILLE, FLORIDA 32231-0042

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Date: _____

PLEASE PRINT OR TYPE ALL INFORMATION

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